



# Back to School Packet for Educators

Education and the Indiana Department of Child Services

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*Michael R. Pence, Governor*  
*Mary Beth Bonaventura, Director*  
**Indiana Department of Child Services**  
*Room E306 – MS47*  
*302 W. Washington Street*  
*Indianapolis, Indiana 46204-2738*

*317-234-KIDS*  
*FAX: 317-234-4497*

*www.in.gov/dcs*

**Child Support Hotline: 800-840-8757**  
**Child Abuse and Neglect Hotline: 800-800-5556**

TO: School Administrators and Staff  
FROM: DCS Regional Education Liaisons  
RE: Education and the Indiana Department of Child Services  
DATE: August 1, 2014

The Indiana Department of Child Services has created a program for Education Services and has Education Liaisons stationed regionally throughout the state. We want to take this opportunity to inform you of this program as well as thank you for your dedication to providing positive educational experiences for children. We appreciate what you do for the children in DCS care, because these children desperately need positive experiences in their lives.

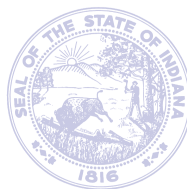
Education Liaisons work with DCS Family Case Managers, families, students and schools to ensure that the educational needs of children in DCS care are met and to provide a seamless transition for students entering new and unfamiliar school environments as well as assist in creating/editing education plans in current school settings. The overall objective is to facilitate educational success for these children, which will lead to more positive outcomes in their lives. As a part of this we advise Family Case Managers on education plans for the children they work with, and we offer periodic training sessions for foster parents to attend that empower them to be educational champions for the children in their care. If there are any questions or conflicts that surface in your schools regarding wards of the state or other children involved with DCS, please remember that we are available as a resource to you and can attend school meetings, case conferences, etc. if necessary. If you have general questions about DCS you can call the local office director in your county and they will be happy to assist you as well.

We have compiled a packet of information that you will find helpful in understanding DCS and how we as an agency can work collaboratively with your schools to ensure children's wellbeing. This packet contains resources and suggestions for educators on how to help children who have been traumatized through abuse and/or neglect.

**\*Please pass this packet along to your school staff.\***

Thank you again.  
Sincerely,

**Education Services Division**  
Indiana Department of Child Services  
302 W. Washington St., E306  
Indianapolis, IN 46204  
317.232.4435 (office)  
317.232.4436 (fax)  
DCS.Education@dcs.in.gov



*Protecting our children, families and future*

# Indiana Department of Child Services

## Education Liaisons

### and the counties they serve

Education Liaison phone list	
<b>Interim Directors of Education Services</b>	
Tina Hickey Tyler Small	
<b>North:</b>	
<b>Tina Hickey</b> <b>317.264.9979</b>	Lake County
<b>Brandon Baisden</b> <b>317.515.7332</b>	Jasper, La Porte, Newton, Porter, Pulaski, Starke
<b>Melaina Gant</b> <b>317.515.7331</b>	Elkhart, Fulton, Kosciusko, Marshall, St. Joseph
<b>Travis Stahl</b> <b>317.515.7329</b>	Allen, Dekalb, La Grange, Noble, Steuben, Whitley
<b>Traci Larrison</b> <b>317.264.9992</b>	Benton, Boone, Carroll, Clinton, Fountain, Tippecanoe, Warren, White
<b>Verne McCue</b> <b>317.260.3671</b>	Adams, Blackford, Cass, Grant, Huntington, Jay, Miami, Wabash, Wells
<b>Central:</b>	
<b>Sabrina Ellison</b> <b>317.264.9976</b>	Clay, Montgomery, Parke, Sullivan, Vermillion, Vigo
<b>Jill Russ</b> <b>317.260.3542</b>	Delaware, Hamilton, Howard, Madison, Randolph, Tipton
<b>Tyler Small</b> <b>317.264.9767</b> <b>Steven Takacs</b> <b>317.264.9678</b>	Hendricks, Marion, Putnam
<b>Jeri Gibson</b> <b>317.296.1081</b>	Fayette, Franklin, Hancock, Henry, Rush, Shelby, Union, Wayne
<b>South:</b>	
<b>Naomi Koeplin</b> <b>317.260.3885</b>	Brown, Greene, Knox, Lawrence, Monroe, Morgan, Owen
<b>Jeff Neumann</b> <b>317.260.3833</b>	Bartholomew, Dearborn, Decatur, Jackson, Jefferson, Jennings, Johnson, Ohio, Ripley, Switzerland
<b>Kristina Deters</b> <b>317.260.3859</b>	Gibson, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick
<b>Kelly Hargett</b> <b>317.260.3718</b>	Clark, Crawford, Daviess, Dubois, Floyd, Harrison, Martin, Orange, Scott, Washington



# 10 Things Schools Need to Know about DCS

## 1. DCS Jargon

- DCS- Department of Child Services
- FCM- Family Case Manager
- CFTM-Child and Family Team Meeting
- CHINS- Child in Need of Service
- IA- Informal Adjustment
- CASA- Court Appointed Special Advocate
- GAL- Guardian Ad Litem

## 2. When a child is a “ward”...

- DCS (Dept. of Child Services) takes on role of custodian
- Permanency Plan= Reunification
- DCS is entitled to notice and participation in all school meetings/educational decisions

## 3. Types of DCS Involvement

### A. Informal Adjustment(IA)

- Child(ren) remain with parents
- Parent agrees to participation in family services
- No court intervention

### B. CHINS(Child in Need of Services)

- Court intervention
- In-home or Out-of-Home

## 4. Educational Services for which a ward qualifies

- A. Free/Reduced Lunch & Textbook Fees
- B. 21<sup>st</sup> Century Scholarship Program
- C. Tutoring

## 5. Transportation Provided to Out-of-Home CHINS

- IC 20-50-3-5

## 6. Sharing Information/Confidentiality

### A. Who?

- Family Case Managers
- DCS Education Liaisons
- Service Providers/CASA
- Foster Parents/Bio-Parents
- School Staff

### B. What?

- Grades
- Transcripts
- IEPs
- Test Scores

## 7. Rights of Bio-Parent Vs. Rights Foster Parent

- Both biological (unless parental rights have been terminated) and foster parents have the right to make educational decisions.
- Include both bio- and foster parents in all educational meetings.

## 8. Communication Between School and DCS

- FCMs should notify schools when a child becomes a CHINS
- Schools should notify DCS of all meetings and educational decisions

## 9. Educational Liaisons

- Bridge the communication gap between DCS and schools.
- Build a team of “Educational Champions” for the child
- Help access resources for children to improve educational outcomes

## 10. Report suspected abuse/neglect to the DCS Hotline

- Indiana has a mandated reporting law.
- 1-800-800-5556



## MEMORANDUM

**TO:** Superintendents and Principals

**FROM:** Catherine Danyluk, Director  
Chief State Attendance Officer, Office of Student Services  
Dr. Anita Silverman, Education Services Director  
Indiana Department of Child Services

**DATE:** June 9, 2014

**SUBJECT:** Fostering Connections Act

On May 30, 2014 The United States Department of Education and the United States Department of Health and Human Services sent a joint letter regarding the well-being of students involved in foster care. Indiana is supportive of the national goal of ongoing collaboration and cross-system coordination to support the outcomes of these youth. The Indiana Department of Education and the Indiana Department of Child Services are committed to working together for the long term well-being of our youth.

Per the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act) our two agencies are obligated to work together. Over the past three years, we have increased collaboration between our two agencies. This partnership continues to increase in joint decisions and works together to support schools and the outcomes of foster youth.

The Fostering Connections Act determines that foster youth are entitled to:

- Education stability
- Child welfare receives Title IV-E funding in order to create a plan for foster children. The plan must include:
  1. An assurance that each placement of the child in foster care takes into account the appropriateness of the current educational setting and the proximity to the school in which the child was enrolled at the time of placement; and
  2. An assurance that the State child welfare agencies (SCWA) has coordinated with the appropriate LEA(s) to ensure the child can remain in the school in which the child is enrolled at the time of each placement, or, if remaining in that school is not in the best interests of the child, assurances from the SCWA and LEA to enroll the child immediately in a new school, with all of his or her educational records provided to the school.

The following are ways that our schools and child welfare agency can work together to support foster youth:

1. Each child involved with DCS has a case manager. Include the name of the case manager in a child's school file. If you do not know the case manager, call the DCS local office in your county. Determine a school faculty member to be available for child family team meetings.
2. If there are concerns at school regarding attendance, academics or behavior contact the DCS education liaison in your area. Their role is to work between the schools and DCS.
3. Invite the family case manager to any school meetings.
4. Provide staff development (available from an education liaison) regarding trauma informed education.
5. Collect data on foster youth (ISTEP, attendance, etc) and ask DCS to help create goals with the child and the family.

Additional information and resources for [supporting foster youth](#) are available on the IDOE website.

The Indiana Department of Child Services and the Indiana Department of Education are dedicated to ensuring educational stability for children in foster care.

If there are any questions of assistance requested please contact:

Education Services (DCS) [dcs.education@dcs.in.gov](mailto:dcs.education@dcs.in.gov)

Cathy Danyluk (IDOE) [cdanyluk@doe.in.gov](mailto:cdanyluk@doe.in.gov)



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**Child Abuse and Neglect Hotline: 800-800-5556**

TO: School Administrators and Special Education Departments

FROM: Education Services for Indiana Department of Child Services

DATE: August 1, 2013

**RE: Tutoring Services for Children in Foster Care**

Indiana Administrative Code states that if a school representative determines that a student who is currently in foster care has demonstrated a need for tutoring, the corporation has the obligation to provide tutoring for that student.

IC 20-50-2-3

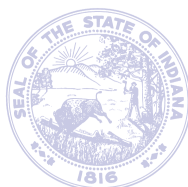
Tutoring of children who are in foster care or are homeless

Sec. 3. Each school corporation shall provide tutoring for a child enrolled in a school operated by the school corporation who is:

- (1) in foster care; or
- (2) a homeless child;

if the school corporation determines the child has a demonstrated need for tutoring.

*As added by P.L.133-2008, SEC.3.*





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## **Transportation of Students in Foster Care:**

### **Indiana Administrative Code for the Indiana Department of Child Services (IC 20-50-3-5)**

Sec. 5. (a) If a student in foster care temporarily stays in the student's original school corporation but outside the attendance area of the student's school of origin, the original school corporation shall provide transportation for the student from the place where the student is temporarily staying to the school of origin and from the school of origin to the place where the student is temporarily staying.

(b) If:

(1) the school of origin of a student in foster care is located in a school corporation other than the school corporation in which the student is temporarily staying;

(2) the school of origin is located in a school corporation that **adjoins** the school corporation in which the student is temporarily staying; and

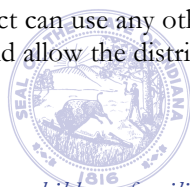
(3) the student does not elect to attend a school located in the school corporation in which the student in foster care is temporarily staying;  
the original school corporation and the transitional school corporation shall enter into an agreement concerning the responsibility for and apportionment of the costs of transporting the student to and from the school of origin.

(c) If the original school corporation and the transitional school corporation described in subsection (b) are unable to reach an agreement under subsection (b), the responsibility for transporting the student in foster care to and from the school of origin is shared equally between both school corporations, and the cost of transporting the student to and from the school of origin is apportioned equally between both school corporations.

*As added by P.L.133-2008, SEC.3.*

According to Mike LaRocco, the Indiana Department of Education Director of Transportation, there are additional vehicle options available for transporting foster students between adjacent corporations. (See B2 above)

If there are 4 or more students being transported together then the district must use a special purpose bus. If there are 3 or less students being transported together then the district can use any other district owned vehicle(car, truck, van, etc.) they wish. The use of a vehicle other than a school bus could allow the district the ability to transport more directly to the school in question.







## MEMORANDUM

**TO:** Local School Administrators  
**FROM:** Julie Sutton, Director – School and Community Nutrition  
**DATE:** May 24, 2013  
**SUBJECT:** Foster Children

It is recommended that your school district run their Direct Certification Matching Process prior to the end of the school year. (This is in addition to the three times recommended by the Division of School and Community Nutrition to fulfill the USDA mandate.) This will allow your school corporation to catch any children who were direct certified late in the year, such as foster youth. We have learned from DCS that many foster families receive fee letters unnecessarily, either for textbooks or lunch money, due to schools not having the most current information. Please consider running this report PRIOR to mailing your Outstanding Fees letters to families.

After working with DCS, we confirmed that by running this report, you can have a list of children who are currently residing in foster homes. Please note this is not a full list of children in DCS, only those in foster care. When running this report, column “U” has an “A”, “F”, or “W”. Children designated by a “W” are foster care youth. With this said, by running regularly, you can learn which youth in your district are newly in foster care, remain in foster care, or have left foster care. We believe this will be helpful information for you.

Concerning textbook charges, students who are eligible for free or reduced lunch assistance and request textbook assistance may receive free textbooks for the school year in which eligibility is determined. This is the case whether or not the student was eligible when the district filed for textbook reimbursement. In the case of lunch charges, it is different. The eligibility for free meals only starts at the point the eligibility determination is made. Any charges prior to that determination, even in the same school year, would not be waived.

If you have any questions regarding foster youth and school fees, please contact Dr. Anita Silverman at 317-232-4435. If you have any questions regarding the Direct Certification Matching Process, please contact John Todd at 317-232-0865.

## EXIT INTERVIEW

Indiana Code 20-33-2-9 (c)

Name of School Corporation:		
Address of School corporation:		
Telephone of School Corporation:		
Name of Principal:		
Name of Parent (s)/guardian:		
Address of Parent (s)/guardian:		
Telephone number of Parent (s/guardian):		
Name of Student:		
Street Address of Student:		
City:	State:	Zip Code:
Telephone number of student:		
Date of Birth of Student:		

(a) This section applies to an individual:

(1) who:

- (A) attends or last attended a public school;
- (B) is at least sixteen (16) years of age but less than eighteen (18) years of age; and
- (C) has not completed the requirements for graduation;

(2) who:

- (A) wishes to withdraw from school before graduation;
- (B) fails to return at the beginning of a semester; or
- (C) stops attending school during a semester; and

(3) who has no record of transfer to another school.

(b) An individual to whom this section applies may withdraw from school only if all of the following conditions are met:

- (1) An exit interview is conducted.
- (2) The individual's parent consents to the withdrawal.
- (3) The school principal approves of the withdrawal.
- (4) The withdrawal is due to:

(A) financial hardship and the individual must be employed to support the individual's family or dependent;

(B) illness; or

(C) an order by a court that has jurisdiction over the child.

During the exit interview, the school principal shall provide to the student and the student's parent a copy of statistics compiled by the department concerning the likely consequences of life without a high school diploma. The school principal shall advise the student and the student's parent that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit.

(c) For purposes of this section, the following must be in written form:

- (1) An individual's request to withdraw from school.
- (2) A parent's consent to a withdrawal.
- (3) A principal's consent to a withdrawal.

(d) If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to the governing body of the public school that the individual last attended.

The signatures below acknowledge such consent following review of information compiled by the Department of Education and posted at <http://www.doe.state.in.us/sservices/sao.htm>, The student and the student's parents understand that withdrawing from school is likely to:

- (1) reduce the student's future earnings; and
- (2) increase the student's likelihood of being unemployed in the future.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student's Parent/Guardian

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Superintendent Recommendation:  
*Only required if student is exiting to obtain a GED (IC 22-4.1-18)*



# Indiana Department of Education

Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

## Who Can Give Consent for Educational Decisions:

The foster parent is considered the parent for purposes of educational decision-making under Article 7 and IDEA.

- If there is no foster parent or the foster parent is unable or unwilling to participate with the public agency in the collaborative decision-making process under Article 7 and the IDEA, the public agency may appoint an educational surrogate parent.

The public agency shall appoint an educational surrogate as follows:

- When no parent can be identified.
- When the public agency can't locate a parent.
- When the student is a ward of the state, unless the court order creating the wardship permits the student to remain in the home or expressly reserves to a parent the authority to make decisions concerning the student's education or upbringing.
- When the student is homeless and not in the custody of the parent.

Educational surrogate parent:

- Must not be employed by the department of education, a public agency, or any other agency involved in the education or care of the student.
- Must have no personal or professional interest that conflicts with that of the student.
- Should match the student's cultural and linguistic background to the extent possible.
- Must have knowledge and skills that ensure adequate representation of the student.

### 511 IAC 7-32-70 "Parent" defined

Sec. 70. (a) "Parent" means one (1) of the following:

- (1) Any biological or adoptive parent whose parental rights have not been terminated or restricted in accordance with law.
- (2) A guardian generally authorized to act as the student's parent, or authorized to make educational decisions for the student, including a court-appointed temporary guardian.

**(3) A foster parent.**

(4) An individual with legal custody or an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative, or other adult who accepts full legal responsibility for the student and with whom the student lives.

(5) An educational surrogate parent appointed in accordance with 511 IAC 7-39.

(6) Any student of legal age, which is defined in section 91 of this rule to mean a student who:

- (A) is eighteen (18) years of age; and
- (B) has not had a guardian appointed by a court under IC 29-3.

(7) An educational representative appointed under 511 IAC 7-43-6

(b) Except as provided in subsection (c), the biological or adoptive parent, when:

- (1) attempting to act as the parent under this article; and
- (2) more than one (1) party is qualified under subsection (a) to act as a parent;

must be presumed to be the parent for purposes of this article unless the biological or adoptive parent does not have legal authority to make educational decisions for the student.

(c) If a judicial decree or order identifies a specific person or persons under subsection (a)(1) through (a)(5) to:

- (1) act as the parent of a student; or
- (2) make educational decisions on behalf of a student;

then such person or persons shall be determined to be the parent for purposes of this article.



## **Eligibility for Twenty-First Century Scholars Program for Foster Care Youth**

Children in foster care (out-of-home care) are eligible to enroll in the 21<sup>st</sup> C Scholars Program from 7<sup>th</sup>-12<sup>th</sup> grade. Following is the complete Indiana Code on this subject:

### **IC 21-12-6.5**

#### **Chapter 6.5. Eligibility for Twenty-First Century Scholars Program for Foster Care Youth**

### **IC 21-12-6.5-1**

#### **Applicability**

Sec. 1. This chapter applies to an individual who:

- (1) is receiving foster care;
- (2) is in grades 9 through 12; and
- (3) is a resident of Indiana as determined under IC 21-18.5-4-8;

at the time the individual applies for the twenty-first century scholars program under IC 21-12-6.

*As added by P.L.100-2009, SEC.3. Amended by P.L.107-2012, SEC.28.*

### **IC 21-12-6.5-2**

#### **Enrollment; eligibility**

Sec. 2. An individual described in section 1 of this chapter may enroll in the twenty-first century scholars program under IC 21-12-6 and is eligible for higher education benefits under IC 21-12-6.

*As added by P.L.100-2009, SEC.3.*

### **IC 21-12-6.5-3**

#### **Determination of initial eligibility; written request; written determination; consideration**

Sec. 3. Determination of initial eligibility for higher education benefits authorized under this chapter is vested exclusively in the commission. Any individual described in section 1 of this chapter may make a written request for a determination by the commission of eligibility for benefits under this chapter. The commission shall make a written determination of eligibility in response to each request. In determining the amount of an eligible individual's benefit, the commission shall consider other higher education financial assistance in conformity with this chapter.

*As added by P.L.100-2009, SEC.3.*

### **IC 21-12-6.5-4**

#### **Appeal**

Sec. 4. An appeal from an adverse determination under section 3 of this chapter must be made in writing to the commission not more than fifteen (15) working days after the applicant's receipt of the determination. A final order must be made not more than fifteen (15) days after receipt of the written appeal.

*As added by P.L.100-2009, SEC.3.*

### **IC 21-12-6.5-5**

#### **Violation**

Sec. 5. A person who knowingly or intentionally submits a false or misleading application or other document under this chapter commits a Class A misdemeanor.

*As added by P.L.100-2009, SEC.3.*